

INSTRUCTIONS TO COMPLETE CARRYOVER ALLOCATION FORM

PAGE 1: COVER PAGE

Owner Name	Entity which has basis in the property at the time the Carryover Allocation Agreement is executed.
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Project Name

Note: The Agency will complete the remaining items on this page.

PAGE 2: CERTIFICATION

State/County _____ Location where this sworn statement is being made.

Owner	As stated on Page 1. (NOTE: The entity which is identified on this certification will be the entity to which the credit allocation will be assigned.)
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Project Name As stated on Page 1

Paragraph 1

Total Project Costs As stated on Carryover Schedule of Costs & Basis

Eligible Basis	As stated on Carryover Schedule of Costs & Basis
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Reasonably Expected Basis As stated on Carryover Schedule of Costs & Basis

Paragraph 4 Option to lock in the tax credit rate for the month the Carryover Allocation Agreement is executed.

Note: If paragraph 4 is not checked, the tax credit rate assigned will be the U.S. Treasury published rate for the month the project is placed in service.

Paragraph 5 Tax ID Number for Owner

Paragraph 6

PAGE 3: SIGNATURE PAGE This document must be signed, witnessed/attested, and notarized.

PAGE 4: TABLE B Fill out one column for each building in the project.

Building Identification # _____ Completed by the Agency _____

Building Address Street address, municipality, state and zip code required. Do not list post office boxes.

Type of Building

Indicate whether acquisition, rehabilitation, or new construction. For each building with acquisition AND rehabilitation credits, fill out two columns: one for acquisition credit & one for rehabilitation credit.

Expected Date of Placing in Service	Expected month, day and year when certificate of occupancy will be issued or when units will be ready and available for occupancy.
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Estimated Eligible Basis	Estimate on a per-building basis or provide estimate of total project eligible basis in Total Column. Total must correspond to "Eligible Basis" shown on Breakdown of Costs & Basis.
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Est. Applicable Fraction	Show each building's applicable fraction.
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Estimated Qualified Basis	Estimate on a per-building basis or provide estimate of total project qualified basis in Total Column. Total must correspond to "Qualified Basis" shown on Breakdown of Costs & Basis.
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Maximum Credit % Type “9%” for non-federally subsidized new construction or rehabilitated buildings or “4%” for existing or federally subsidized buildings. *However*, if project previously elected to lock in a rate, type the locked-in rate.

Maximum Tax Credit In the Total Column, type the reservation amount for the project.